



12 December 2023

MEMORANDUM CIRCULAR NO. 184
Series of 2023

T O: All VPs, Chancellors, Directors, Deans, Department/Unit Heads
R E: Submission of the 2023 Annual Accomplishment Report

The year is almost over, and as a usual activity, we are required to prepare our accomplishment reports for the year. In this connection, please prepare and submit the 2023 Annual Reports following the ISO format TP-VPR-01-Annual Report.

- a) Submission of the 2023 Annual Accomplishment Reports to respective Deans and Directors on or before **January 5, 2024**.
- b) Submission of 2023 Annual Accomplishment Reports to respective Vice Presidents and Chancellors on or before **January 12, 2024**.
- c) Submission of the summarized/consolidated reports from the Vice Presidents and Chancellors to the OVPPRGAS (both hard and soft copy) on or before **January 26, 2024**.

Please provide and submit a copy of all reports with pictures documenting important events (Ex. MOA signing, receiving awards, breakthroughs, significant activities, etc.) to this google drive:

https://drive.google.com/drive/folders/1kRZ0siq_oiuZaBiJRiEcXNX5K3TO3XKu?usp=drive_link

For compliance.

DANIEL LESLIE S. TAN
OIC-President